

Solicitor Permit Application

The City of Dunwoody has established the following application to allow for registration of persons, firms, or corporations to engage in the business of soliciting or calling on residences door-to-door in accordance with the City of Dunwoody Ordinance Chapter 10, Business Occupation Tax, Licenses and Regulation as it pertains to door-to-door salesman.

By way of example, soliciting includes activities including seeking to: obtain orders for the purchase of goods, wares, merchandise, foodstuffs, services of any kind, character or description; seeking to obtain prospective customers for application or purchase of insurance or publication of any type; and seeking to obtain subscriptions to books, magazines, periodicals, newspapers, and other types of publications.

This excludes solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization. This also excludes officers or employees of the city, county, state, or federal governments, or any subdivision thereof, when on official business.

Solicitor Permits are issued to individual applicants and each person shall at all times while soliciting in the City of Dunwoody carry upon his or her person the permit so issued to be exhibited by such solicitor whenever he or she is requested to do so by any police officer or person solicited. The permit will not be valid for more than three (3) months and the permit shall state the expiration date thereof. Upon expiration of the maximum three-month period, the permit holder may receive a renewal for an additional three-month period without any additional fees and without having to comply with Section 10-90 below, so long as no more than one (1) complaint has been submitted to the City concerning the permit holder.

Individuals applying for the permit shall make themselves available for photographing, fingerprinting, and such other investigation as may be required by the police department. As part of the application process, the Chief of Police or his designee shall have a complete and extensive search made to determine if there is a police record of such person. If there is a record of conduct prohibited by the City of Dunwoody's Ordinance Chapter 10, Business Occupation tax, Licenses and Regulation or evidence that granting a Solicitor's Permit would adversely affect the public health, safety, or welfare, issuance of a permit shall be denied.

The fee for a Solicitor Permit is made up of two (2) components: a background check by the City of Dunwoody Police Department for \$50.00 and the permit fee of \$60 totaling \$110.00.

Please submit the following Solicitor Permit Application and all required supplemental materials (detailed in the following checklist) to the Finance and Administration Department, located at 41 Perimeter Center East, Suite 250, Dunwoody, GA 30346. If you have questions, please do not hesitate to contact the Finance and Administration Department at (678) 382-6700.



Checklist

Your application packet <u>MUST INCLUDE</u> a Comprehensive Plan detailing the specific days and times for each Dunwoody route. Failure to include a Comprehensive Plan of your routes will delay your permit. NO EXCEPTIONS

<u>Applic</u>	cation Requirements:
	Applicant Information Contact Information Vehicle Information Recent Communities Solicited Arrest and Conviction Information Places of Residences – past three (3) years Places of Employment – past three (3) years Signed & Notarized Affidavit from Applicant SAVE Affidavit Form E-Verify Affidavit Form (for the company) Solicitor Permit Acknowledgement Form Signed Authorization for Criminal Background Check Background Check by the City of Dunwoody Police Department (Tuesdays & Thursdays: 9:00am-11:00am or 1:00pm-3:00pm) Photographing/Fingerprinting by the City of Dunwoody Police Department (Tuesdays & Thursdays: 9:00am-11:00am or 1:00pm-3:00pm)
<u>Applic</u>	cation Required Attachments:
	Copy of current drivers license Description of subject matter to be solicited Names of magazines, books, or journals to be solicited Proposed route Description of proposed method of operation
Solicit	tor Permit Fees:
	Background Check \$50.00 Permit Fee \$60.00



Solicitor Permit Application

	Date of Application:				
	Latest Previous Application:				
	NAME	NAME		NAME	
ے	Last:	First:	T	Middle:	
atio	Aliases / Stage Names:		Social Security N	lumber	
ormatio	Sex: □ Male □ Female	Height:		Weight:	
Info	Race:	Hair Color:		Eye Color:	
		BIRTHPLACE		BIRTHPLACE	
	Date of Birth:	City:	T	State:	
	Driver's License Number:		State Issued:		
	Home Phone:		Cell Phone:		
u C	Number of vehicles* intended to	be operated by A	Applicant during s	solicitation:	
atio		Model:		Color:	
r m		Model.		C0101 :	
.ntc	License plate number: *If more than one (1) vehicle wi	ill he used durin	a solicitation ple	ase attach a description of other	
St	vehicles including make, model, o			ase attach a description of other	
rre	Names of three (3) most recent of	communities whe	ere applicant has	solicited house-to-house:	
1/5:	1	2	с арризани нас		
ent	1. 2. 3. 3. Required Description of subject matter of the soliciting – attached? (yes/no)				
Attachments/Arrest Information	Please attach a description, sufficient for identification, of subject matter of the soliciting in which				
		you will engage. Required names of magazines, books, or journals to be sold – attached? (yes/no)			
kequirea					
3 5	Please attach a list of names of n Required proposed route – attach		s, or journals pro	posed to be sold.	
Đ Y					
Please attach the proposed route, including streets to be included on each day, which to follow. Required description of proposed method of operation – attached? (yes/no) Please attach a description of proposed method of operation. Have you been arrested and/or convicted for a felony within the past five (5) years? (yes					
Jati	Required description of proposed	method of opera	ation – attached?	(yes/no)	
Ĭ	Please attach a description of proposed method of operation. Have you been arrested and/or convicted for a felony within the past five (5) years? (yes/no)				
venicie	Please note that any applicant with felony convictions or open charges within the past five (5) years will be denied.				
> \	Have you been arrested and/or convicted for moral turpitude within the past five (5) years? (yes/no)				
	Please note that any applicant with moral turpitude convictions within the past five (5) years where denied				



Solicitor Permit Application Residence & Employment Information

at such address for th	e past three (3) years. If mor	places of residence and length of residence re space is needed please attach a listing of te, zip, and length of time at that residence.			
1. Current Residence S		-, _p , <u>-</u> - <u>-</u>			
City:	State:	Zip:			
Length of time at curre	Length of time at current residence:				
2. Previous Residence Street Address:					
City:	State:	Zip:			
Length of time at resid	ence:				
City: Zip: Length of time at residence: 3. Previous Residence Street Address:					
City:	State:	Zip:			
Length of time at resid	ence:				
needed please attach	Starting with your current employer, please list your place of employment and length of employment at such person, firm, or corporation for the past three (3) years. If more space is needed please attach a listing of places of employment including employer, job title, supervisor, street address, phone number and length of time with that employer. 1. Current Employer:				
Job Title:	Supervisor:	Phone:			
Street Address:					
Length of time with employer: 2. Previous Employer:					
Job Title:	Supervisor:	Phone:			
Street Address: Length of time with employer:					
					3. Previous Employer:
Job Title:	Supervisor:	Phone:			
Street Address:					
Length of time with en	nployer:				



Solicitor Permit Applicant's Affidavit and Signature

Job Title:	
I hereby agree that as a condition to the issuance of a Solicitor' hold the City harmless from claims, demand or cause of action with the permit.	
I hereby solemnly swear, subject to criminal penalties for false smade by me to the foregoing questions in this application for a fraudulent statement or answer is made herein to procure the g	Solicitor's Permit, are true, and no false or
I hereby state and understand that any conviction for violation chapter 10 Business Occupation Tax, Licenses and Regulation the Solicitor's Permit. Furthermore, the City Manager may revreturn if the Applicant becomes disqualified for the issuance of a	shall result in the automatic suspension of roke said Solicitor's Permit and demand its
I hereby understand that it shall be unlawful for an Applicant whand upon whom demand for return of the permit has been made	
Applicant's Signature:	
Sworn and Attested before me on this day of	, 20
Notary Signature/Seal:	
Staff Use Only	
Permit #:	Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:



O.C.G.A. § 50-36-1(e)(2) Affidavit Verifying Status for City Public Benefit

This form is required for ALL LICENSES/PERMITS by State Law

By executing this affidavit under oath, as an applicant for a <u>solicitor permit</u>, as referenced in O.C.G.A. § 50-36-1, from the City of Dunwoody, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

	a United States citizen either current <mark>State Driver's</mark>	License, Passport, or M	filitary ID)	
(Must include a copy	a legal permanent resident of your current State Driv oyment Authorization Card)			ermanent
and Nationality other federal in (Must include a copy	a qualified alien or non-imn Act with an alien number is nmigration agency.** of your current State Driv oyment Authorization Card)	sued by the Departmer	nt of Homeland Securi	
	y alien number issued by th igration agency is:			er federal
at least one secure and ve	t also hereby verifies that he erifiable document, as requir	ed by O.C.G.A. § 50-36	6-1(e)(1), with this af	
The secure and verifiable of	document provided with this	affidavit can best be c	lassified as:	
makes a false, fictitious,	esentation under oath, I und or fraudulent statement or -10-20, and face criminal pe	representation in an	affidavit shall be gu	
Executed in	(city), (state).		
	Signature of Applicant		Date	
	Printed Name of Applicant	<u> </u>		
SUBSCRIBED AND SWORM	N BEFORE ME ON THIS THE	DAY OF	, 20	
	My (Commission Expires:		
NOTARY PUBLIC/SEAL				



Background Check Consent Form

***PLEASE NOTE: Background Checks are only performed between the hours of 9AM-11AM and 1PM-3PM on Tuesdays and Thursdays.

I authorize the **<u>Dunwoody Police Department</u>** to receive any criminal history record information pertaining to me, which may be in the files of any federal, state, and/or city criminal justice agency in Georgia.

Print Full Name:				
Maiden Name/Previous Na	me/Alias Info:_			
Date:	Teleŗ	ohone Nun	nber:	
Driver's License No: DL State:				
Are you a U.S. Citizen?	Yes	No		
If no, you will need to h	nave your Gree	en Card av	vailable. Count	ry of Birth:
Date of Birth:	Race:	Sex:	Social Sec#:_	
Street Address:				
City:	County:		State:	Zip:
Business Name:				
Business Address:				
Signature of Applicant:				
 □ Only Background C □ Only Background C □ Return Results to F □ Solicitor's Permit (I 	Check (No Permit Finance Departm	t Required ent)	sue to Applicant (Exp. 3 mos.)
Employee Completing:		Da	ate Complete:	
Record Attached:			Record:	



Solicitor Permit Acknowledgement

Pursuant to the Chapter 10 Business and Occupation Taxes, Licenses, and Regulations Ordinance, all solicitor permit holders must adhere to the regulations below and consent to a background check by the Dunwoody Police Department. Below is an excerpt of Article 3 Door to Door Salesmen from the Chapter 10 Business and Occupation Taxes, Licenses, and Regulations Ordinance.

Sec. 10-89. Permit Required

- (a) It shall be unlawful for any person to engage in the business of soliciting, calling on residences door-to-door without first having obtained a permit in accordance with the provisions contained in this chapter.
- (b) The requirement of subsection (a) of this section is meant to apply to door-to-door solicitations for commercial transactions for profit only.
 - (1) It is not meant to regulate solicitation for charitable, political, or other nonprofit purposes provided that all sales proceeds are the property of and used by the nonprofit organization.
 - (2) It does not apply to officers or employees of the city, county, state, or federal governments, or any subdivision thereof, when on official business.
- (c) Each person shall at all times while soliciting in the city carry upon his person the permit so issued and the same shall be exhibited by such solicitor whenever he is requested to do so by any police officer or by any person solicited.
- (d) Each permit issued shall contain the name of the solicitor, the name and address of the person, firm or corporation or association by whom the solicitor is employed or represents, a photograph of the solicitor, and physical description. Such photograph shall be provided by the solicitor and shall be at least two inches by two inches in size.
- (e) The permit shall state the expiration date thereof. <u>In no event shall a permit be valid for more than three (3) months. Upon expiration of the maximum three-month period, the permit holder may receive a renewal for an additional three-month period without any additional fees and without having to comply with Section 10-90 below, so long as no more than one (1) complaint has been submitted to the City concerning the permit holder.</u>

Sec. 10-91. Permit Revocation

- (a) Any permit issued hereunder shall be revoked by the City Manager if the holder of the permit is convicted of a violation of any of the provisions of this Chapter or has made a false material statement in the application, or otherwise becomes disqualified for the issuance of a permit under the terms of this Chapter.
- (b) The permit may be revoked by the City Manager after a hearing in front of the City Manager or designee if the City receives at least two complaints against the permit holder alleging any violations of this Article. The hearing shall be noticed in writing, by certified mail, return receipt requested, to the permit holder and shall not be less than ten (10) days following the receipt of the notice by the permit holder. The notice shall state in specificity the time and place of the hearing and the reason(s) for the intended revocation. At the hearing, the City shall present evidence of the permit holder's violation of this Article either



through documents or affirmative testimony of the complaining parties and the permit holder shall be given an opportunity to rebut same and present his own evidence that no such violations have occurred. The burden of proof shall be on the City by preponderance of the evidence. If the City meets its burden, the City Manager shall revoke the permit no later than five (5) days following the date of the hearing.

- (c) Immediately upon such revocation, written notice thereof shall be given to the holder of the permit in person or by certified United States mail addressed to his residence address set forth in the application.
- (d) Immediately upon the giving of such notice the permit shall become null and void and must be turned in to the City Manager's office.
- (e) A permit holder whose permit has been revoked in accordance with subsection (b) shall have the right to appeal said revocation to the City Council or designated hearing officer by giving notice to the City Manager no later than ten (10) days following receipt of the revocation notice by the permit holder. The appeal hearing shall be scheduled no later than thirty (30) days following the receipt of said appeal request and notice of same given to permit holder by mail no later than ten (10) days prior to the hearing. At the hearing, the permit holder shall have the right to present evidence as to why the decision of the City Manager or designee should be overturned and shall have the burden to show same by the preponderance of the evidence. The City Council or designated hearing officer shall make a decision to sustain or reverse the City Manager's decision within five (5) days of the hearing and shall notify the permit holder of same in writing.
- (f) Any permit holder aggrieved by the final decision of the City Council or designated hearing officer may appeal same by Petition for Writ of Certiorari to the Superior Court of DeKalb County in accordance with the law.

Please sign and date below acknowledging that you understand your responsibilities to the City of Dunwoody as a solicitor permit holder and will adhere to the provisions pursuant to the Chapter 10 Business and Occupation Taxes, Licenses, and Regulations Ordinance.

Contact for Solicitor Permits
Finance & Administration Dept.
678.382.6700
businesstax@dunwoodyga.gov

Signature:	Date:	Phone:
Business Name:	Applicant Name:	

Please make a copy for your records